

PROGRAM ASSISTANT

GRADE: 6

FLSA: NON-EXEMPT

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

DESCRIPTION OF DUTIES:

Assists full-time recreation staff with program supervision and administration. Duties include program registration, public relations, program evaluations, and program organization. Recruitment and training of part-time staff; direct leadership for programs and special events; orders, inventories and delivers supplies and equipment. Other duties as assigned.

QUALIFICATIONS/SKILLS:

Knowledgeable of recreation programming; ability to supervise and manage staff; ability to make sound decisions; ability to organize, promote, and conduct programs and special events; ability to communicate well.

EXPERIENCE:

Previous experience working in the recreation and parks profession or related field.

EDUCATION:

College graduate. Degree in Recreation Administration or related field.

DIVISIONS:

All

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